

BPA POSTING NOTICE

We intend to establish a Blanket Purchase Agreement (BPA) for the future repair service requirements which shall include all necessary labor, tools and equipment at the U.S. Embassy Residence Compound, in Baguio City, Philippines. As per attached Scope of Work

Estimated Period Coverage: April 30, 2015 to April 29, 2016

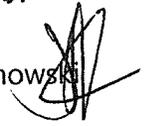
For any questions or concerns regarding the BPA, please contact Ms. Bernadette Legayada at 301-2975 or via e-mail at LegayadaBB@state.gov

Note: For interested vendors who would like to establish a BPA with the Embassy. Please register within System for Award Management (SAM). Refer to site for details on the registration process:

http://pd.statebuy.state.gov/content.asp?content_id=62&menu_id=60

Drafter: BBLegayada

Review Clearance: NAGOcampo 

Contracting Officer: John A. Klimowski 

SCOPE OF WORK

- (a) Repair order procedures – Any purchase made pursuant to this agreement will be based on quotations obtained orally by telephone or personal contact at the time the Government's needs for the service arises by an ordering official/authorized caller (as designated in paragraph 5). The authorized caller, who places the order, will provide full information of the time and location where the repair/replacement must be made. The vendor shall provide the overall information of the repair works, their technical assessment of the repair works to be done and the cost of repair. After receipt of this information, the ordering official will, either, agree to have the repair work done, or disapprove it.

- (b) The US Government will provide all required materials needed for the repair works. These materials will be coursed through a local hardware supplier, wherein the BPA holder shall pick up as soon as availability is confirmed.

- (c) The repair works shall include, but are not limited to, are:
 - a. Electrical
 - i. Repair/Replace Heating Element of Water Heater
 - ii. Replace Bulbs
 - iii. Repair/Replace Convenience Outlets/Light Switches
 - iv. Repair Panel Board
 - v. Replace Circuit Breaker (s)
 - vi. General Electric Repair Works
 - vii. Emergency Electrical Repair Works

 - b. Plumbing
 - i. Repair/Replace Fixtures
 - ii. Replace Valves/Washers
 - iii. Replace Water Filter Media
 - iv. Check/Repair connections for leaks
 - v. Check/Release Water Heaters
 - vi. General Plumbing Repair Works
 - vii. Emergency Plumbing Repair Works

 - c. Painting
 - i. General Painting Works
 - ii. Emergency Painting Works

 - d. Carpentry
 - i. General Carpentry Repair Works
 - ii. Emergency Carpentry Repair Works

 - e. Welding/Metal Works

- i. General Metal Repair Works
- ii. Emergency Metal Repair Works

f. Masonry Works

- i. General Masonry Repair Works
- ii. Emergency Masonry Repair Works

(d) Emergency Repair Works shall be defined as services requested during non-working day(s)/working hours.

(e) After the service has been provided, the individual who performed the repair works shall fill out the information which must indicate the date of service, and status of repair. The repair order must be signed by the embassy employee (or his/her authorized representative) on site. The employee/representative in turn submits their copy of the repair order to Facilities Management.

COMMUNICATION EQUIPMENT – the BPA holder shall provide two-way communication equipment (such as radios, cellular phones or pagers) which will be available for use by the repair/service technician at all times. This will insure continuous communication/coordination between the technician and Project Manager.

PERSONNEL – The BPA holder shall provide qualified technicians/tradesmen for work to be performed under this BPA. The personnel employed to perform repair/replacement services shall be experienced and competent in the performance of such services and shall possess the appropriate license and insurance. The BPA holder shall provide the Government all information required for technicians with any security clearance, accreditation and licenses required to provide services under this BPA. All personnel assigned for the performance of the respective services shall be regular employees for the BPA holder. The BPA Holder shall be responsible for any corrective action, within the scope of this BPA, which may be required by the Government as a result of ascertained poor services.

LANGUAGE STANDARDS – Each technician must be able to speak English at least a Level 2. This level is defined as – **Speaking Level 2** (*Limited Working Proficiency*)

LOCAL KNOWLEDGE – Be completely familiar with the City of Baguio area so as to know alternate routes should primary routes be impassable or otherwise not the best alternative at any given time.

LIABILITY – The BPA Holder absolute responsibility and liability for any and all personal injuries or death and/or property damage or losses suffered due to negligence of the BPA Holder's personnel in the performance of the services required under this agreement.

INSURANCE – The BPA Holder, at its own expense, shall provide and maintain during the entire period of performance of this Agreement, whatever insurance is legally necessary. The BPA Holder shall procure and maintain insurance during the entire period of performance under this BPA.

SUPPLIES AND EQUIPMENT – The BPA Holder shall provide all services, labor, trade tools, equipment, maintenance services and supervision required for performance under this agreement. The US Government will supply all necessary Materials and Supplies required for the repair work.

REQUIRED TIME FRAME FOR REPAIR – The service shall be performed within 24 hours of reporting the problem. The report of the service performed shall be submitted after repair has been done, during the weekday and on the very first working day if request was done on Saturdays, Sundays, and holidays

COMPLIANCE REQUIRED – The BPA Holder shall, without additional expense to the Government, be responsible for complying with all laws, codes, ordinances, and regulations applicable to the performance of the work, including those of the host country, and with the lawful orders of any government authority having jurisdiction. Unless otherwise directed by the Government, the BPA Holder shall comply with the more stringent of the requirements of such laws, regulations and orders. In the event of a conflict among the contract and such laws, regulations and orders, the BPA Holder shall promptly advise the Government of the conflict and of the BPA Holder's proposed course of action for resolution by the Government. The BPA Holder shall be responsible for all damages to persons or property that occur as a result of the BPA Holder's fault or negligence, and shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others.